Individual Critical Task List

ASI E3 - Executive Administrative Assistant
Enlisted, MOS: 42A, Skill Level: SL1, ASI: E3, Duty Pos: UFV

Approved
19 Jul 2019

Effective Date: 02 Aug 2021

Target Audience: Executive Administrative Assistants, MOS 42A, Skill Level 1-3, who provide executive-level support to senior officers and civilians.

Total Number of Tasks: 9

- **Training Domain/Location Column** – identifies the training location and the Leadership Domain (Institutional, Operational, or Self-Development) where the task is first trained to soldier training publications standards. If the task is first trained to standard in the unit, the word "OP" will be in this column. If the task is first trained to standard in the training base, it will identify, by brevity code (S-D, INST), the resident course where the task was taught.
- **Sustainment Training Frequency Column** – indicates the recommended frequency at which the tasks should be trained to ensure soldiers maintain task proficiency.
- **Sustainment Training Skill Level Column** – lists the skill levels of the MOS for which soldiers must receive sustainment training to ensure they maintain proficiency to soldier's manual standards.

Task Number	Task Title	Training Domain / Location	Sust Tng Freq	Sust Tng Sl

Subject Area 1. Enabling Skills

Task Number	Task Title	Training Domain / Location	Sust Tng Freq	Sust Tng Sl
805C-LE3-1010	Prepare Communications	INST	AN	SKL 1-3
805C-LE3-1011	Perform Advanced Computer Software Operations	INST	AN	SKL 1-3
805C-LE3-1012	Protect Information	INST	AN	SKL 1-3

Subject Area 2. Executive-Level Support

Task Number	Task Title	Training Domain / Location	Sust Tng Freq	Sust Tng Sl
805C-LE3-1016	Maintain Executive Calendar	INST	AN	SKL 1-3
805C-LE3-1017	Coordinate Travel	INST	AN	SKL 1-3
805C-LE3-1018	Facilitate Evaluations Processing	INST	AN	SKL 1-3

Subject Area 3. Protocol

Task Number	Task Title	Training Domain / Location	Sust Tng Freq	Sust Tng Sl
805C-LE3-1013	Receive Visitors and Official Calls	INST	AN	SKL 1-3
805C-LE3-1014	Complete Invitations	INST	AN	SKL 1-3
805C-LE3-1015	Coordinate Social Events	INST	AN	SKL 1-3